

21st MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE
IHO-CBSC21
Tokyo, Japan
7-9 June 2023

DRAFT AGENDA AND TIMETABLE V3

Note: Presenters of papers in parentheses ()

Time UTC+9	DAY ONE OF CBSC21 – Wednesday 7 June	Action
09h30	Registration	All
10h15	1. a. Opening Remarks Opening of the meeting and welcome by the host country, the CBSC Chair and the IHO Director	Chair/Host/ IHO
	GROUP PHOTO	All
	1. b. Introductions Participants will be invited to introduce themselves. c. Administrative Arrangements <i>Docs: CBSC21-01A List of Documents (Chair)</i> <i>CBSC21-01B List of Participants (Chair)</i> <i>CBSC21-01C CBSC Membership (Chair)</i> <i>CBSC21-01D ToR and RoP (Chair)</i> <i>CBSC21-01E ToR for the CB Coordinators (Chair)</i> Logistic guidance and information. Documents are presented and updated as necessary.	Chair/Host
10h50	2. Approval of Agenda <i>Doc: CBSC21-02 Agenda and Timetable (Chair)</i> Participants are invited to comment the agenda and timetable in case updates are necessary. Agenda is adopted.	Chair
11h00	Coffee break	Host
11h30	3. Matters arising from Minutes of CBSC20 and CBSC21 Intersessional (CBSC21 Int) Meetings <i>Docs: CBSC21-03A Minutes of CBSC20 (Chair)</i> <i>CBSC21-03B Minutes of CBSC21Int (Chair)</i> <i>CBSC21-03C Status of Action List from CBSC20 (Secretary)</i> <i>CBSC21-03D Status of Action List from CBSC21 Int (Secretary)</i> Approval of the CBSC20 and CBSC21Int Minutes. List of Actions from CBSC20 and CBSC21Int are reviewed and updated.	Chair / Secretary
12h00	4. Reports by the Chair and the IHO Secretariat <i>Docs: CBSC21-04A Report by the Chair (Chair)</i> <i>CBSC21-04B Report by the IHO Secretariat (IHO Secretariat)</i> Highlights from the Chair and the Secretariat on ongoing issues and the future of the IHO Capacity Building Programme.	Chair/ IHO Secretariat

12h30	Lunch break	Host
14h00	<p>5. Regional Assessment of CB Activities</p> <p>5.1 Reports of the Regional Hydrographic Commissions (RHC)</p> <p><i>Docs: CBSC21-05.1A NSHC Report</i> <i>CBSC21-05.1B MBSHC Report</i> <i>CBSC21-05.1C BSHC Report</i> <i>CBSC21-05.1D USHC Report</i> <i>CBSC21-05.1E EAHC Report</i> <i>CBSC21-05.1F EAthC Report</i> <i>CBSC21-05.1G SEPRHC Report</i> <i>CBSC21-05.1H SWPHC Report</i> <i>CBSC21-05.1I MACHC Report</i> <i>CBSC21-05.1J SAIHC Report</i> <i>CBSC21-05.1K NIOHC Report</i> <i>CBSC21-05.1L RSAHC Report</i> <i>CBSC21-05.1M SWAthC Report</i></p> <p>RHC Members and CB Coordinators will update the meeting on the status of surveys, charts and MSI (C-55), report on visits (high-level, technical and follow-up) and report on courses, workshops and seminars.</p> <p>5.2 Update and closure of the 2022 CBWP <i>Doc: CBSC21-05.2 Closed 2022 CBWP</i> CBSC will review, update and close the 2022 CBWP.</p>	RHC Reps.
16h00	Coffee break	Host
16h30	<p>6. Regional or other projects for CB</p> <p>6.1 JICA Training Course and Activities</p> <p><i>Docs: TBA</i></p> <p>Reports and presentations on ongoing/new developments in regional or other projects (Maximum 20 minutes each).</p>	All TBA
17h30	END OF DAY ONE	Chair
Time UTC+9	DAY TWO OF CBSC21 – Thursday 8 June	Action
09h30	<p>7. Outcomes of the 6th meeting of the Council and the 3rd Session of the Assembly</p> <p><i>Docs: CBSC21-07A Decisions and Actions from C-6 (Secretary)</i> <i>CBSC21-07B Decisions and Actions from A-3 (Secretary)</i></p> <p>The outcomes of C-6 and A-3 will be considered.</p>	Chair/ Secretary
10h15	<p>8. Operational issues of the CBSC</p> <p>8.1 Report of the C-55 PT</p> <p><i>Docs: CBSC19-08.1 C-55 Revision (Chair PT Strategy)</i></p> <p>The C-55 PT Chair will update the meeting on the status of the revision of the C-55.</p>	Chair/ PT Strategy Chair
11h00	Coffee break	Host
11h30	<p>8. Operational issues of the CBSC (Continued)</p> <p>8.2 IHO E-Learning Center</p>	

	<p><i>Docs: CBSC21-08.2 CB E-learning Project Team (PT Chair)</i> Meeting will receive a briefing from the E-learning Project Team.</p> <p>8.3 IHO Empowering Women in Hydrography (EWH) Project <i>Doc: CBSC21-08.3 Empowering Women in Hydrography (EWH) Project update (Secretary)</i> Meeting will receive briefing from the CBSC Secretary on the status of the IHO EWH Project.</p>	<p>PT Chair</p> <p>Secretary</p>
12h30	Lunch break	Host
14h00	<p>8. Operational issues of the CBSC (Continued) 8.4 CBSC Statistics <i>Doc: CBSC21-08.4 Statistics (Secretary)</i> Secretary will update the meeting on the CBSC Statistics.</p> <p>8.5 CB Procedures Participants are invited to consider improvements to the IHO CB Procedures.</p>	<p>Secretary</p> <p>Chair/ Secretariat</p>
14h45	<p>8. Operational issues of the CBSC 8.6 Review of the 3-year RHC Work Plans 2023-2025 <i>Docs: CBSC21-08.6A MBSHC 3-year Work Plan</i> <i>CBSC21-08.6B EAHC 3-year Work Plan</i> <i>CBSC21-08.6C EAtHC 3-year Work Plan</i> <i>CBSC21-08.6D SEPRHC 3-year Work Plan</i> <i>CBSC21-08.6E SWPHC 3-year Work Plan</i> <i>CBSC21-08.6F MACHC 3-year Work Plan</i> <i>CBSC21-08.6G SAIHC 3-year Work Plan</i> <i>CBSC21-08.6H NIOHC 3-year Work Plan</i> <i>CBSC21-08.6I RSAHC 3-year Work Plan</i> <i>CBSC21-08.6J SWAtHC 3-year Work Plan</i></p> <p>Updates of the 3-year Work Plans of the RHCs.</p>	All
15h30	Coffee break	Host
16h00	<p>8. Operational issues of the CBSC (Continued) 8.7 Review of the 3-year RHC Work Plans 2022-2024 Continuation on the updates of the 3-year Work Plans of the RHCs.</p>	All
17h00	END OF DAY TWO	Chair

Time UTC+9	DAY THREE OF CBSC21 – Friday 9 June	Action
09h30	<p>9. CB Management</p> <p>9.1 Update on the 2023 CBWP <i>Doc: CBSC21-09.1 Updated 2023 CBWP (Secretary)</i> RHCs will provide additional feedback on the 2023 CBWP revised and approved in the CBSC20.</p> <p>9.2 Finance Report <i>Doc: CBSC21-09.2 Finance Report (Secretary)</i> Secretary to introduce the finance report for the approval of the CBSC.</p> <p>9.3 Management Plan <i>Doc: CBSC21-09.3 Draft 2024 CB Management Plan (Secretary)</i> CBSC will review, update and approve the 2024 CB Management Plan.</p>	<p>Chair/ Secretary/ RHC's</p> <p>Secretary</p> <p>Chair/ Secretary</p>
11h00	Coffee break	Host
11h30	<p>9. CB Management (continued)</p> <p>9.4 Adoption of the 2024 CBWP <i>Doc: CBSC21-09.4 Adopted 2024 CBWP (Secretary)</i> CBSC to adopt the 2024 CBWP. <i>Doc. CBSC21-09.4</i> will be drafted during the meeting following the approval of the 2024 CB Management Plan.</p>	Chair/ Secretary
12h30	Lunch break	Host
14h00	<p>10. CBSC Report to IRCC15 Meeting Preparation and review of the CBSC Chair report to IRCC15 Meeting.</p>	Chair
14h30	<p>11. Any other business</p> <p>a. CB activities impact (Study developed by the IHO intern) CBSC to discuss any other business.</p>	Secretary
15h00	<p>12. Next CBSC Meetings (venue and date) Confirmation of the dates and venue for CBSC22, CBSC23 and CBSC24: Current status is: CBSC22: May / June 2024 – Ecuador CBSC23: May / June 2025 – Nigeria CBSC24: May / June 2026 – Peru</p>	Chair
15h30	Coffee break	Host
16h00	<p>13. Review of the List of Actions <i>Doc: CBSC21-13 Draft list of actions from CBSC21 (Secretary)</i> CBSC reviews the List of Actions with deadlines and assigned lead. <i>Doc. CBSC21-13</i> will be drafted during the meeting.</p>	Chair/ Secretary
16h45	14. Elections of the Chair and Vice-Chair (RoP2.)	All
17h00	<p>15. Closure Chair ends the meeting.</p>	Chair
17h15	END OF THE MEETING	Chair